

NEOGOV Training For the State of Wyoming

NEOGOV 101

Supervisor (SME) role

Supervisor Review Applicants (SME Review)

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NEOGOV Insight Please enter your Username and Password below to access your secure Insight account.

Username: kibucho

Password: *****

☐ Insight - Human Resources

☒ Online Hiring Center - Departments

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Quick Help

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Version Secured

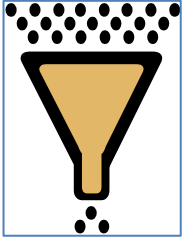
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NOTE: Be sure to choose the Online Hiring Center – Departments option.

Where to Begin?

1. Enter your Username and Password
2. Choose the Online Hiring Center – Departments option. (See above)

Filtering Applications based on Ideal Characteristics



NOTE: Working with supervisors/managers, your agency HR is now able to establish additional filtering criteria, to assist supervisors in reviewing applicants in search of the best qualified applicant.

Filters may be applied and that group may be forwarded for supervisors, first. There is still the option to view all applications.

Your Agency HR will be able explain more about this process, however, to work effectively, the correct questions must be asked of applicants as they apply.

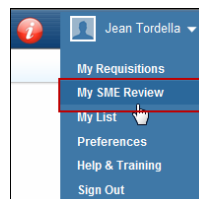
When you ask agency HR to put together your recruitment, this is the time to decide what characteristics the ideal candidate will possess. (We currently use the Preference section of the recruitment for this information.)

How do I Review Applications?

Since applications that appear for supervisors in the SME Review role, are pre-screened for Minimum Qualifications, agencies will be able to view all information for applicants in this stage of the review.

To begin,

1. Hover over your user name located on the upper right of the screen; click on link labeled **My SME Review**



2. Click the **title** of the Exam Plan/Job Title where applicants require your review

Exam #	Exam Plan	Job Posting	Analyst	Applications
2012-00005	Account Clerk II & III	Account Clerk II & III	Tordella, Jean	Print

- Click the **candidate's name** to view their application record

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Barnett, Brooklyn A	View	11/06/12 4:17 PM		Training and Experience	N/A	Tordella, Jean	Add
Jones, Catherine	View	11/06/12 4:17 PM		Training and Experience	N/A	Tordella, Jean	Add

- Click **Show Candidate Disposition**

Application 1 of 2

« Previous Applicant | [Next Applicant](#) »

[Show Candidate Disposition](#) [Print View](#)

2012-00005 - Account Clerk II & III

Contact Information -- Person ID: 5315296

Name: Brooklyn A Barnett Address: 3660 Masters Drive
Colorado Springs, Colorado 90909 US

- Select the candidate's Disposition and add comments as desired

(Hide Candidate Disposition)

Exam Plan: **2012-00005 - Account Clerk II & III**
Evaluation Step: **SME Review**

Required

Applicant: Name: Barnett, Brooklyn A Person ID: 5315296

Pass/Fail Step: ☒ Passed ☐ Failed ☐ Other

Reject Reason: == Select ==

Comments:

[Save](#) [Save & View Next App](#)

Application 1 of 2

« Previous Applicant | [Next Applicant](#) »

[Print View](#)

- Click **Save & View Next App**
- Review and score each candidate's application record. You may mark applicants as passed, failed or other. (When marking "Failed" we recommend that you choose "Not Best Qualified" as the reason).
- Click **Save** after scoring the last applicant

NOTE: Multiple supervisors may review applications and add comments.

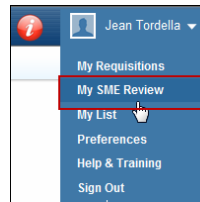


Be aware that these comments are also discoverable by applicants, remember EEO compliance and stick to the facts and appropriate comments.

- Click **My SME Review**
- Click the **Title** of your exam plan
- View the results in the **Disposition**

How do I Print out Applications?

1. Hover over your user name located on the upper right of the screen; click on link labeled **My SME Review**



2. Click on Print, under the **Applications** field.

Search for exam title or exam number: [Go](#)

2 records found.
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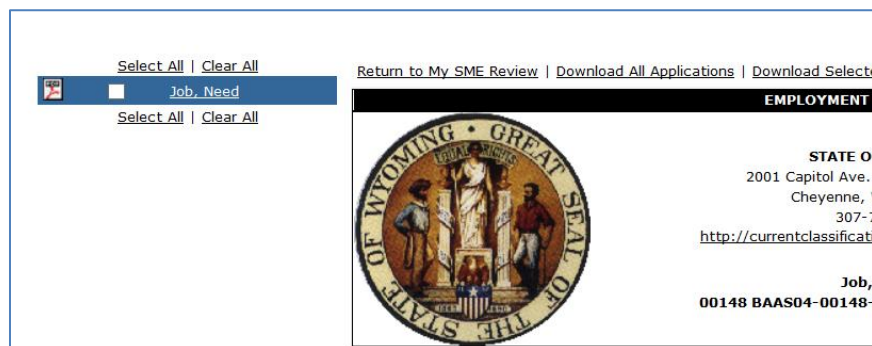
Exam #	Exam Title	Job Posting	Analyst	Applications
00148	BAAS04-00148-Karalee's Receptionist	BAAS04-00148-Karalee's Receptionist	Approver, STRecruitment HR USER	Print
00152	BAAS04-00152-Karalee's Receptionist	BAAS04-00152-Karalee's Receptionist - Internal ONL...	Approver, STRecruitment HR USER	Print

2 records found.
Page 1 of 1

3. Select all applications you wish to print out or download.
4. Once applications are selected, click on either "Download All Applications" or "Download Selected Applications"

Depending on the software on your pc, you may:

- "Print" to PDF format,
- Save as html format, or
- Print from the download view.



5. Notify your agency HR of your selection(s). **Important!**